



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5040.4D Ch 1
3AP
20 JAN 1998

STATION ORDER 5040.4D Ch 1

From: Commanding Officer
To: Distribution List

Subj: PROCEDURES FOR ZONE INSPECTIONS AND THE CARE AND MAINTENANCE OF
BUILDINGS AND GROUNDS

Encl: (1) New enclosure to StaO 5040.4D of 03 SEP 97

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

a. Remove enclosure (5) and replace with corresponding enclosure contained in the enclosure.

b. On page 4, paragraph c, delete in its entirety and replace with the following:

"c. Department and tenant units will provide the number of personnel indicated in enclosure (5), semi-weekly and monthly, for station police duty.

(1) Personnel assigned to the semi-weekly station police duty will report to the Station S-4 Chief, Building 980, at 0730 each Monday and Thursday, or the next working day following a legal holiday. The Motor Transportation Officer will supply a vehicle and the Station S-4 will provide the drivers for station police duty. When directed by the Commanding Officer, this duty may be made available on a twenty-four hour notice.

(2) Personnel assigned to the monthly station police duty will report to the Station S-4 Chief, Building 980, at 0730 on the last Thursday of each month, or on the Wednesday prior if the last Thursday is a legal holiday. The Motor Transportation Officer will supply a vehicle and the Station S-4 will provide the drivers for station police duty. When directed by the Commanding Officer, this duty may be made available on a twenty-four hour notice.

(3) Assignment rosters for the semi-weekly and monthly station police duty will be forwarded to the Station S-4 Chief prior to close of business each Friday for the following week's station police. The rosters are to include rank, name, unit, and duty section of all personnel assigned.

(4) A list of all absentees will be submitted by the Station S-4 Chief to the appropriate unit's Sergeant Major each week."

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3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.



C. J. TURNER

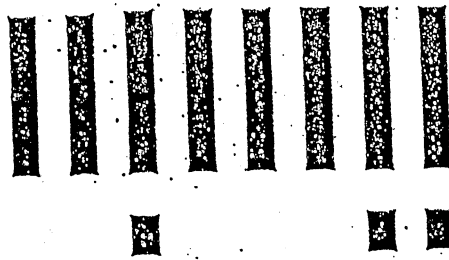
DISTRIBUTION: B

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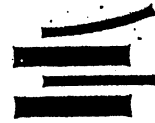
SEMI-WEEKLY & MONTHLY PERSONNEL ASSIGNMENT
FOR STATION POLICE DUTY

<u>UNIT</u>	<u>SEMI-WEEKLY</u> (MONDAY/THURSDAY)	<u>MONTHLY</u>
H&HS	3/3	11
MAG-13	3/2	5
MWSS-371	2/2	4
TOTALS:	8/7	20

ENCLOSURE (5)
Ch 1 (20 Jan 98)



LTR



Job separation sheet